

GENERAL DEFINITION OF WORK:

Performs expert-level professional work in the preparation and analysis of budgets and management issues including the development of financial reports for presentation to departments, County Administration, and Board of Supervisors, grant management, provides general guidance to Budget/Management Analyst I, Budget Technician, and other support staff, and may act as project coordinator on assignments involving other professional staff; does related work as required. Work is performed under general supervision.

ESSENTIAL FUNCTIONS/TYPICAL TASKS:

Assisting with the review and analyses of proposed budgeted revenues and expenditures; assisting with proposed and adopted budget presentation; assisting with monitoring budget revenue and expenditures; preparing and maintaining budget and other related fiscal reports, records and files.

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

- Assists with preparation, monitoring and administration of assigned budgets by providing research, analysis and recommended funding/staffing levels to ensure the most effective, efficient use of resources; responds to requests from County and School officials and citizens for information/assistance; provides interpretation and explanation of budget related information.
- Assists in constructing, compiling, advertising and publishing the proposed budget; analyzes resource requests and needs; provides recommendations for funding support while ensuring use of resources maintains a balanced budget.
- Works as designated analyst to special fund budgets including the Airport and Environmental Services, including budget and grant management.
- Provides support for Board of Supervisors' Committees including Finance and others as designated; including presenting information at meetings; prepares analysis including economic updates, spreadsheets and other documentation as needed; analyzes budget requests; makes recommendations on actions to be taken; tracks committee decisions and prepares Board of Supervisors' resolutions, summary reports and budget transaction documentation.
- Monitors and reconciles revenue and expenditures to ensure the budget remains balanced; performs varied analysis on budget data to include comparison of projections to actual expenditures and revenues; performs statistical, account and costs analysis.
- Drafts resolutions, timelines, policies and procedures to be considered by the Board of Supervisors on budget and financial issues.
- Reviews the work of subordinate office personnel; and directs/manages activities of the office in director's absence as requested including attendance of meetings including Board of Supervisors regular and Committee meetings.
- Assist in developing and implementing the Capital Improvement Plan (CIP) and County Asset Replacement Fund including development of submission guidance documents, departmental briefings, review submissions for accuracy and adequacy, coordination of documentation and providing updated financial and statistical data throughout the process; provides staff support to the Capital Review as necessary.
- Reviews and approves Capital Improvement (CIP) Fund and County Asset Replacement Fund purchase orders; monitors the financial status and total costs of each project to ensure they remain within budget; resolves any year end CIP fund rollover funding issues and determines year end funding reserve for contracts and services encumbered.
- Works with departments in the preparation, submission, and management of grants.
- Manages awarded and accepted grants through the life-cycle to ensure compliance with rules, regulations, and laws including ensuring proper submission of reporting and reimbursement requests.
- Analyzes and recommends action to be taken concerning requests for reallocation of funds and supplemental appropriations.
- Assists in the development and coordination of long-range financial and strategic planning initiatives tasked to the department.
- Performs complex special projects including but not limited to long-range financial analysis as requested by County Administration and the Board of Supervisors for strategic decision-making.
- Prepares and makes recommendation from benchmarking studies of the County through multiple communication networks.
- Participates in implementation of recommendations to ensure conformity with approved plans and to provide a link between concept and execution.
- Provides assistance to department heads, constitutional officers, and agency officials and their staffs to promote the most efficient and effective accomplishment of operating objectives and processes. Prepares, reviews, completes or processes various forms, reports, correspondence, comparative data, legislative reports, policies, procedures, manuals, publications, bulletins, directories, reference materials or other documentation.
- Performs in-depth analysis of organizational issues, practices, policies, and procedures; analyzes the adequacy and effectiveness of practices and policies; analyzes the development and implementation of new procedures and policies as required.
- Acts as a Liaison to accounting and administrative staff in County departments and agencies on budgetary processes and procedures, including providing training sessions.
- Attends meetings; makes speeches or presentations as needed; develops presentation materials; leads and facilitates meetings, work groups, and process action teams. Prepares clear and concise complex financial reports, with the ability to express ideas clearly both verbally and in writing.
- Ability to adjust workload changes, to manage competing task requirements to meet deadlines.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.

- Works with County department and agencies to address questions and concerns related to the daily budgetary transactions.
- Performs related tasks as required.

KNOWLEDGE, SKILLS AND ABILITIES:

Thorough knowledge of the functions and operations of County organizations; thorough knowledge of the theories, principles, practices and techniques of municipal accounting, finance and budgeting; thorough knowledge of the state laws and local ordinances applicable to budget preparation, approval and administration; general knowledge of research techniques, methods and procedures; ability to analyze and develop budget estimates; ability to conduct detailed research and prepare reports and findings; ability to establish and maintain effective working relationships with associates.

EDUCATION AND EXPERIENCE:

Any combination of education and experience equivalent to graduation from an accredited college or university with a graduate degree or undergraduate degree and Government Finance Officer's Public Finance Officers Certification with major course work in accounting, finance, public administration or related field with 7-10 years of experience in financial analysis and project management.

PHYSICAL REQUIREMENTS:

This is sedentary work requiring the exertion of up to 10 pounds of force occasionally and a negligible amount of force frequently or constantly to move objects; work requires reaching, fingering, and repetitive motions; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; visual acuity is required for preparing and analyzing written or computer data, and determining the accuracy and thoroughness of work; the worker is not subject to adverse environmental conditions.

SPECIAL REQUIREMENTS:

None

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.